

## UNIDIR-MIIS Presentation use case scenarios

### I. Use case scenarios

#### 1. Setting baseline assessment:

- Under this scenario, a supervisor in State A requests a baseline assessment to its staff on the implementation of commitments under marking and recordkeeping. The supervisor creates a survey on the entire module on marking and recordkeeping. The staff answers the survey. The staff generates a report on the survey to the supervisor by hardcopy (print/pdf).

##### *Functional steps:*

1. Using the **Explorer function**, Supervisor looks through the marking and recordkeeping module quickly, clicking on one or two clauses.
2. Using the **Survey function**, Supervisor clicks on **Add Survey**.
3. Using the **Configuration panel** on the left hand side, the Supervisor checks the box labeled 5.30 Marking and Record Keeping. All indicators show up on the left hand side.
4. The Supervisor then **inserts a Survey name** and its description and clicks **Save function**. The page returns to Survey table view.
5. The Staff then goes to the **Survey function**, and then finds the labeled Survey. The Staff clicks on **Answer Survey**. The Answer Survey view shows up.
6. The Staff uses the following functions to answer the Survey: **flag, yes/no/in progress, sensitive, insert comments, and make reference to original text**.
7. Once satisfied, the Staff saves the survey. The view returns to the Survey table.
8. The Staff then goes to **Report function to View Survey**. The report is viewed using the following three options: **a) Status, b) Indicator, and c) Detail**.
9. The Staff goes to **Detail view**, and then **Prints the report**.
10. The Staff sends /gives printed report to Supervisor for review.

#### 2. Setting priorities in small arms control programs:

- Under this scenario, a staff in State A is working with UN agency to set up priorities in small arms control programs. The UN agency creates a survey on all of the “shalls” under marking and recordkeeping modules. The UN agency, upon receiving request, assists the staff in State A answers the survey. The staff and the UN agency look at the report together to identify areas of priority in constructing a small arms control program (i.e. prioritize projects in areas which are in progress, and not implemented).

##### *Functional steps:*

1. The UN agency goes to the **Survey function**, and then clicks on **Add Survey**.

2. Using the **Configuration panel** on the left hand side, the UN agency checks the box labeled 5.30 Marking and Record Keeping. All indicators show up on the left hand side.
3. At this time, the UN agency clicks on the **Filter function**, and then designates the **SHALL** category. The UN agency clicks **done** on the filter. All the indicators on the right hand table are filtered to show only the “shall” category indicators. The UN agency clicks **save**. The screen returns to the Survey table view.
4. The Staff with the assistance of the UN agency clicks on **Answer Survey**. Together with the UN agency the Staff answers the survey. Use the **Comment function** once, *noting the lack of technical capacity on marking of import weapons*. Once complete, the staff clicks **save**.
5. Using the **Report function**, the Staff and the UN agency looks at the total aggregate (**status view**) and aggregate by indicators (**indicator view**) to discuss priority setting in developing programmes.

### 3. Donor/recipient coordination:

- Under this scenario, an assistance requesting State A presents an assistance proposal on marking and recordkeeping to a donor State B. The donor State B then requests the requesting State A to complete a marking and recordkeeping survey and attach the completed survey with the proposal. Donor State B creates a survey on marking and recordkeeping. Requesting State A answers the survey. The donor State B examines the report of the survey to determine how to allocate funds for assistance with marking and recordkeeping.

#### *Functional steps:*

1. The requesting State submits a proposal for assistance in marking and recordkeeping to a Donor State.
2. The Donor State in response asks the requesting State to complete a Survey on marking and recordkeeping. The Donor State informs the requesting State that the Survey is already created.
3. Using the **Survey function**, requesting State clicks on the relevant survey and clicks on **Answer Survey**. The Answer Survey view shows up.
4. The requesting State uses the following functions to answer the Survey: **flag, yes/no/in progress, sensitive, insert comments, and make reference to original text**. In the comment box, the requesting State adds that *particular assistance is necessary in recordkeeping database*.
5. Once satisfied, the requesting State saves the survey. The view returns to the Survey table.
6. The requesting State then goes to **Report function** to **View Survey**. The report is viewed using the following three options: **a) Status, b) Indicator, and c) Detail**.
7. The requesting State goes to **Detail view**, and then **Prints the report**.
8. The requesting State sends /gives printed report to Donor State for review.

### 4. Measuring implementation over time (Compare reports):

- Under this scenario, a Donor state B has funded assistance requesting State A in implementing the commitments under marking and recordkeeping over a period of 2 years. Donor State B is interested in monitoring the progress made by assistance requesting State A in undertaking marking and recordkeeping project over the past 2 years. Donor State B creates an identical survey that was provided to State A 2 years ago. State A answers/updates the survey and provides a report to the Donor State B. Using the “compare report” function, the Donor State B examines the progress made over time by State A in implementing the commitments under marking and recordkeeping.

*Functional steps:*

1. The Donor State requests for an update on the implementation of the marking and recordkeeping project they funded to the funded State.
  2. Using an **existing and completed Survey**, the funded State clicks on **Answer Survey**.
  3. The funded State **updates the answers**, using the **comment box**, especially for those answers that have not changed (not implemented, in progress), explaining the reason why no progress has been made. Once complete the funded State **saves** the updated survey.
  4. Together with the Donor State, the funded State uses the **compare reports function** to compare the progress made by indicator by indicator.
  5. Based on the progress the Donor State informs the funded State that they are happy with the progress made so far.
- 5. Reference to documents (User refers to a SOP in answering a question):**
- Under this scenario, an UN agency and State A is on the field evaluating the marking of firearms in the stocks. They are working together to answer an existing survey, but are facing problem in answering some of the indicators. With the help of the UN agency, State A staff finds a SOP under the “documents” function on marking and recordkeeping. The file is opened and they use the SOP in answering the survey.

- **II. Functions that are to be demonstrated in the scenarios**

Under the above scenarios, the following functions are demonstrated

1. Home-screen with Introduction, tutorial/Manual
2. Search module and clauses through explorer function. (Admin/User)
3. Create a new survey and save it. Survey indicators can be generated by entire module, clauses, sub-clauses, as well as level of obligation categories (Shall, Should, May, Can). (Admin)
4. Update (edit) an existing survey. (Admin)
5. Delete survey (Admin)
6. Answer a survey, and save it. Make sure that all functions (flag, yes/no/in progress, sensitive, comments) are operational. (Admin/User)
7. View report, by status, indicators, and detail. All functions should be operational. (Admin/User)
8. Delete report (Admin)<sup>1</sup>
9. Compare reports (Admin/user)
10. Generate report: Print/PDF. The print/pdf function should have the option of including/excluding a) sensitive information, b) flag, c) comments. Check box option. (Admin/user)
11. Save and pull up documentations under “documents section.”

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<sup>1</sup> [A report will be deleted only if that corresponding survey is deleted?]